



Guidelines for reports

1. The report must be submitted **within a month** after the training has been completed. Please send to Paula Sewell – pcsgarden@hotmail.com
2. The report should be brief; not less than **400** words long, and no more than **1000** words.
3. It must include a photo of you. Other illustrative photos are welcome. Please note that if other people are included in the photos they will need to give you their permission to use them, and know that your report may be used by the Professional Gardeners' Trust for its publicity, and posted on its website. Similarly, if a garden is recognisable in a photo, you should have the garden owner's permission to include it.
4. The report should include your name, and what part of the country you work in, a brief description of your current work and career in horticulture. If a career changer, please mention your former career.
5. Please state how much the award was for, and how much the training cost. Also state the name of the award – this indicates the source of the funding.
6. State the title of the training and the training provider, or place of training experience, and when the training took place.
7. Describe the training and what it involved. Include personal observations about what you found particularly interesting or demanding, if it reinforced previous learning or took you into new areas of horticulture.
8. Include any reflections on the course content, structure and delivery of the training, and how it suited your training needs.
9. Comment on the effect the training has had on your gardening practice, (or the effect you hope it will have) and on your career aspirations.
10. Your report will feature either in full, or quotations may be taken from it and published on the PGTrust's website. It may also be used in the PGTrust's publicity material and in press articles.
11. Your report will be considered for a **Prize** – unless you choose to opt out - the Horticulture Week/Professional Gardeners' Trust Award Report Competition



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This is judged by the Trust in association with Horticulture Week and the prize is a year's on-line subscription to Horticulture Week.

The judges will decide which report best demonstrates the value of the grant and how the training undertaken contributed to the student's professional prospects

Horticulture Week and the PGTrust have exclusive rights of access to the winning award report and photograph for one year.